

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
Fort Sam Houston, Texas 78234-6100

REGULATION
NO. 710-1

25 January 1993

Inventory Management
COMMAND SUPPLY DISCIPLINE PROGRAM

1. PURPOSE. To establish and implement a Command Supply Discipline Program (CSDP) for the U.S. Army Medical Department Center and School (AMEDDC&S).

2. REFERENCE. AR 710-2.

3. APPLICABILITY. This regulation applies to all AMEDDC&S activities, to include the United States Army Medical Equipment and Optical School (USAMEOS) and the United States Army School of Aviation Medicine (USASAM).

4. EXPLANATION OF TERMS.

a. SUPPLY ECONOMY. Supply economy is the conservation of material by every individual in the Army. It is developed through example, training, and practice until it becomes a habit.

b. SUPPLY DISCIPLINE. Supply discipline is the command management control of all supply functions and material to ensure compliance with established supply regulations and directives.

c. LOGISTIC READINESS. Logistic readiness is sufficient operational capability to accomplish the assigned mission.

d. SUPPLY DISCIPLINE TRAINING. Supply discipline training is an ongoing educational development program designed to enhance management control of supply functions and material in compliance with established Department of the Army supply regulations. Such training will focus on specific elements of supply operations within the AMEDDC&S.

5. OBJECTIVES.

a. Assist commanders, directors, and division and section chiefs by assuring their awareness of supply conditions in their activities. The CSDP inspection will not be integrated with AMEDDC&S IG visits.

b. Ensure supply economy is practiced at all levels within the AMEDDC&S, promote supply discipline consciousness, and encourage management ideas.

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- c. Determine the effectiveness and adequacy of supply policy and procedures.
- d. Ensure compliance with existing logistics regulations.
- e. Identify logistics problems and recommend solutions. Provide assistance to operating elements as required to achieve stated standards
- f. Ensure effective accountability and utilization of all resources.
- g. Ensure proper procedures and operations are employed in requesting, storing, issuing, and accounting for supplies and equipment.

6. RESPONSIBILITIES.

a. The CSDP is coordinated through the Supply Division, Directorate of Logistics, AMEDDC&S. The Chief, Supply Division, is designated as the Logistics Readiness Officer and Command Monitor for the CSDP. This individual will:

(1) Organize a Command Supply Discipline Review Team (CSDRT) using personnel from the Directorate of Logistics. Schedule and conduct visits to subordinate elements of the AMEDDC&S.

(2) Document results of the inspections and provide activities concerned with guidance.

(3) Retain reports for review by the Inspector General or other official inspectors.

b. Commanders, directors, and division and section chiefs will:

(1) Maintain a logistics readiness posture.

(2) Promote an atmosphere of supply economy, supply discipline, within their area of responsibility. Primary attention will be devoted to hand receipt management and the exercise of direct responsibility for material at the user level.

7. PROCEDURES.

a. Schedule of visits

(1) Activities will be notified by memorandum, two weeks prior to their scheduled inspection date. Activities not able to comply with the scheduled date will notify the CSDRT five work days prior to the date of the scheduled visit.

(2) Visits will generally cover a period of one work day. The period of time will be determined by the size of the hand receipt, location of equipment, and findings disclosed.

(3) Visits are not necessarily restricted to scheduled visits. Special or non-scheduled, visits may be conducted at the discretion of the CSDRT.

(4) Activities being reviewed will provide knowledgeable personnel to assist the CSDRT. It is mandatory that the hand receipt holder personally assist during the visit.

b. Reports.

(1) Results of the visit are forwarded through supervisory channels to the visited activity.

(2) It is the activity's responsibility to ensure immediate action is initiated on noted discrepancies. This includes monitoring the corrective action until it is satisfactorily resolved.

(3) Areas of concern identified during the visit will have corrective action initiated, together with a report of these actions submitted to the Director of Logistics, by the required suspense date. A Directorate of Logistics representative will be designated as a primary point of contact for providing technical guidance concerning corrective action. This individual will possess a working copy of the activity's CSDP Report. Status of corrective action will be available through this representative.

(4) Activities may be scheduled for a follow-up review of all noted areas of concern, if necessary. Scheduled date of follow-up can be changed by contacting the Chief, Supply Division.

c. Supply Discipline Training Program

(1) Classes on property accountability/control are conducted by the Directorate of Logistics on a quarterly basis. All hand receipt holders are encouraged to attend, duty permitting. Supply and supervisory personnel of the AMEDDC&S are encouraged to attend.

(2) Technical supply instruction and assistance will also be provided on site within the AMEDDC&S by contacting the Chief, Supply Division.

(3) Informal/Formal On-the-Job Training: Activities should constantly emphasize an on-the-job training concept within the area of adequate property control and compliance with published supply regulations. Also, an atmosphere of conservative supply economy and strict supply discipline must be a major element of on-the-job training program within each activity.

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(4) Formal Briefings: These briefings will be provided for incoming hand receipt holders or newly appointed supply personnel assigned to the AMEDDC&S. These briefings are presented by the Hand Receipt Managers, Property Management Branch, Supply Division. It is imperative that these briefings are adhered to by all activities of the AMEDDC&S to ensure a smooth and accurate transition of property accountability and familiarization with the AMEDDC&S logistics policies.

(5) Quarterly Logistics Update: The Directorate of Logistics publishes a Quarterly Logistics Update which is utilized to provide training and awareness of supply management and property accountability for all activities of the AMEDDC&S.

(HSMC-L)

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